

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900131-04

SCHEDULE #: 90-121

EFFECTIVE DATE: 10/15/90

Agency Code: 460
Agency: State Merit System of Personnel Administration
Creating
Office: Eligibility Unit, State Health Benefit Plan

Series
Title/Dates: "Step-Child Documentation For Health Benefit
Coverage Dependent Step-Children," 1981 and
continuing

Access: Open
Class: Individual

Related To: Coverage for dependent step-children.

Arrangement: Alphabetical by name of member.

Retention
Requirement: Administrative: four (4) years

Media: Paper

Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area four (4) years, then
Destroy.

This records retention plan gives the State Records Committee
approved retention instructions for the named records series by
the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

10-19-90
Date